CONSULTANCY SERVICES FOR:
HIRING OF TECHNOLOGY AGENCY FOR THE CITIIS PROGRAM

EXPRESSION OF INTEREST (EOI)

Issue Date: 22\textsuperscript{th} October, 2021
Closing Date: 12\textsuperscript{th} November, 2021
1. NIUA invites Expression of Interest (EOI) for selection of Agency/Firm for the **CONSULTANCY SERVICES FOR: HIRING OF TECHNOLOGY AGENCY FOR THE CITIIS PROGRAM.** This EOI will lead to issue of RFP to the selected agency/firm for further bidding process.

2. The maximum permissible budget for this work is INR 60,00,000 (all taxes inclusive) for a maximum period of 24 months, i.e. two years.

3. The objective & scope of work, details of qualification criteria, method of evaluation etc is enclosed as Annexure – I. The EOI document would also be available on the NIUA website [https://www.niua.org](https://www.niua.org).

Yours sincerely,
Program Coordinator & Team Lead- CITIIS
National Institute of Urban Affairs
To:

National Institute of Urban Affairs
Core 4B, 01st Floor, India Habitat Centre
Lodhi Road, New Delhi – 110003

Dear Sir/ Madam,

I, the undersigned, submit my Expression of Interest (EOI) for the Consultancy Services for the Hiring of Technology Agency for the CITHIS Program.

I understand that this EOI is meant for selection of agency/firm for issue of RFP for further bidding process.

Yours sincerely,

Name of the Agency: ____________________________________________

Signature of the Agency Representative: _________________________

Address: ____________________________________________________
1. **BACKGROUND**

1.1 The National Institute of Urban Affairs (NIUA) (hereinafter called “Client”) has been designated as the Program Management Unit (PMU) by the Ministry of Housing and Urban Affairs (MoHUA) and the Agence Française de Développement (AFD) towards managing the CITIIS (City Investments To Innovate, Integrate and Sustain) program. The CITIIS program is conceptualised to assist Indian cities in implementing urban infrastructure projects that are integrated, innovation driven and sustainable. The 12 selected projects will improve sustainable mobility, increase the amount of public open spaces, implement technology to improve e-governance and drive social and organizational innovation in low-income settlements. For more details on the program and each project visit: [www.niua.org/citiis](http://www.niua.org/citiis)

1.2 The program combines financial assistance through loans and grants, and technical assistance through mentorship to its projects. This assistance focuses on strengthening institutions by committing resources to systematic planning (Maturation Phase) before implementation, by developing results-based monitoring frameworks and by adopting technology for program monitoring.

1.3 The second iteration of the program (CITIIS 2.0) will be launched in 2022. It shall be supported by AFD, German Development Bank (KfW) and the EU, and will involve the participation of up to 15 SPVs of the Smart Cities Mission.

1.4 To support the CITIIS program, two core digital platforms were developed: the CITIIS website for external users and wide dissemination; and the CITIIS Management Platform (hereinafter “CMP”) for program stakeholders and project management. The brief details are as follows:

A. **CITIIS Website**

1.5 The CITIIS website ([www.niua.org/citiis](http://www.niua.org/citiis)) has been developed on the Drupal platform, and is aligned with organisational and program requirements. The website is a key source of information, engagement, and enabling a diverse group of teams to learn from each other’s experiences shared on the website. The website also focuses on establishing and maintaining the brand values and external outreach for the program.

1.6 However, in the last year, the need to completely revamp the website has been realised. It is intended that the CITIIS website be more accessible, have a wider reach, provide better integration with third-party platforms and showcases program information and resources through an advanced content management framework with better UI and UX. Prospective respondents to this EOI are encouraged to go through the website to understand the basic technology architecture, features and limitations of the website currently.
B. CITIIS Management Platform (CMP)

1.7 CITIIS Management Platform (CMP) has been developed as a digital project management tool that allows users (projects, funders, program management unit of CITIIS, and other program partners) to plan, record, monitor and manage all project-level tasks and activities. The CMP would facilitate a common understanding of selected projects across stakeholders and enable functions of resource management, communication, reporting, monitoring and evaluation at both project and program level.

1.8 CMP is a role-based platform. All users are assigned pre-set roles based on which their access to the platform is defined. Each module of the platform is controlled by a set of permissions and notifications, and enabling of these permissions allows users to access functionality of the platform.

1.9 CMP is intended to encapsulate a common understanding of projects across stakeholders and enable management of resources, communication, and reporting.

2. SCOPE OF SERVICES

The selected agency/firm will have following two broad deliverables:

- **Time-based Deliverables (~70% of Scope of Services)**

  Time-based deliverables may be identified for a quarter at a time by the Client, in consultation with the Firm. Time-based deliverables are defined as need-based development support and management to be provided by the Firm, including:

  - Support, management and day-to-day operations of the CMP; including integration with other phases of the program (CITIIS 2.0)
  - Support and management of CITIIS website
  - Integration with NIUA website
  - Other need-based requests such as creating e-forms, building APIs, database actions, content management, etc.

- **Milestone-based deliverables (~30% of Scope of Services)**

  Two milestone-based deliverables have been identified for the period of the Contract:

  - Development of Phase 3 modules of CMP (20%)
  - Revamping of CITIIS website (10%)
3. **Qualification Criteria**

   i. The applicant shall be a Public Ltd./Pvt Ltd./Joint Venture/NGO/Society and must be an Indian Resident/Indian Firm/Indian Company with proven track record and previous experience in designing similar solutions.

   ii. Brief profile of the Firm along with relevant projects details and solutions developed and the composition of the team to be deployed (stage wise - conceptualise, design, develop and maintain) for the project with detailed profiling of professional assignments, competencies along with project title, role in this project, etc., are expected.

   iii. Previous work experience with government departments and international agencies shall be preferred. The format for submission of previous SIMILAR assignments successfully completed in the last 10 years is given below:

<table>
<thead>
<tr>
<th>Duration</th>
<th>Brief description of Previous Assignments</th>
<th>Brief description of main components / outputs</th>
<th>Name of Client and location of Assignment</th>
<th>Approx. Contract value (in INR)/Amount paid to your firm</th>
</tr>
</thead>
<tbody>
<tr>
<td>{e.g., Jan.2009–Apr.2010}</td>
<td>{e.g., Development and/or design of Program management platform/tool, etc}</td>
<td>{e.g., Ministry of ......, country}</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. **Other Relevant Information**

   i. NIUA reserves the right to accept or reject any/all Expressions of Interest and cancel the notification without assigning any reason. Only shortlisted bidders will be issued Request for Proposal (RFP) documents, including Terms of Reference (TOR) for the assignment, and be invited to submit a detailed proposal.

   ii. The EOI should be submitted as electronic copies in English language only, not later than 21 days from the date of publishing. Any queries in relation to the EOI shall be sent to citiis@niua.org prior to **29th October, 2021, 16:00 hr IST** and the responses will be available online by **5th November, 2021.**
Statement of Integrity, Eligibility and Social and Environmental Responsibility

Reference name of the bid or proposal: Consultancy Services for the Hiring of Technology Agency for the Citiis Program (The "Contract")

To: NIUA (The "Contracting Authority")

1. We recognise and accept that Agence Française de Développement ("AFD") only finances projects of the Contracting Authority subject to its own conditions which are set out in the Financing Agreement which benefits directly or indirectly to the Contracting Authority. As a matter of consequence, no legal relationship exists between AFD and our company, our joint venture or our suppliers, contractors, subcontractors, consultants or subconsultants. The Contracting Authority retains exclusive responsibility for the preparation and implementation of the procurement process and performance of the contract. The Contracting Authority means the Purchaser, the Employer, the Client, as the case may be, for the procurement of goods, works, plants, consulting services or non-consulting services.

2. We hereby certify that neither we nor any other member of our joint venture or any of our suppliers, contractors, subcontractors, consultants or subconsultants are in any of the following situations:

2.1) Being bankrupt, wound up or ceasing our activities, having our activities administered by the courts, having entered into receivership, reorganisation or being in any analogous situation arising from any similar procedure;

2.2) Having been:

   a. convicted within the past five years by a court decision, which has the force of res judicata in the country where the Contract is implemented, of fraud, corruption or of any other offense committed during a procurement process or performance of a contract (in the event of such conviction, you may attach to this Statement of Integrity supporting information showing that this conviction is not relevant in the context of this Contract);

   b. subject to an administrative sanction within the past five years by the European Union or by the competent authorities of the country where we are constituted, for fraud, corruption or for any other offense committed during a procurement process or performance of a contract (in the event of such sanction, you may attach to this Statement of Integrity supporting information showing that this sanction is not relevant in the context of this Contract);
c. convicted within the past five years by a court decision, which has the force of *res judicata*, of fraud, corruption or of any other offense committed during the procurement process or performance of an AFD-financed contract;

2.3) Being listed for financial sanctions by the United Nations, the European Union and/or France for the purposes of fight-against-terrorist financing or threat to international peace and security;

2.4) Having been subject within the past five years to a contract termination fully settled against us for significant or persistent failure to comply with our contractual obligations during contract performance, unless this termination was challenged and dispute resolution is still pending or has not confirmed a full settlement against us;

2.5) Not having fulfilled our fiscal obligations regarding payments of taxes in accordance with the legal provisions of either the country where we are constituted or the Contracting Authority's country;

2.6) Being subject to an exclusion decision of the World Bank and being listed on the website [http://www.worldbank.org/debarr](http://www.worldbank.org/debarr) (in the event of such exclusion, you may attach to this Statement of Integrity supporting information showing that this exclusion is not relevant in the context of this Contract);

2.7) Having created false documents or committed misrepresentation in documentation requested by the Contracting Authority as part of the procurement process of this Contract.

3. We hereby certify that neither we, nor any of the members of our joint venture or any of our suppliers, contractors, subcontractors, consultants or subconsultants are in any of the following situations of conflict of interest:

3.1) Being an affiliate controlled by the Contracting Authority or a shareholder controlling the Contracting Authority, unless the stemming conflict of interest has been brought to the attention of AFD and resolved to its satisfaction;

3.2) Having a business or family relationship with a Contracting Authority's staff involved in the procurement process or the supervision of the resulting Contract, unless the stemming conflict of interest has been brought to the attention of AFD and resolved to its satisfaction;

3.3) Being controlled by or controlling another bidder or consultant, or being under common control with another bidder or consultant, or receiving from or granting subsidies directly or indirectly to another bidder or consultant, having the same legal representative as another bidder or consultant, maintaining direct or indirect contacts with another bidder or consultant which allows us to have or give access to information contained in the respective applications, bids or proposals, influencing them or influencing decisions of the Contracting Authority;
3.4) Being engaged in a consulting services activity, which, by its nature, may be in conflict with the assignments that we would carry out for the Contracting Authority;

3.5) In the case of procurement of goods, works or plants:
   i. Having prepared or having been associated with a consultant who prepared specifications, drawings, calculations and other documentation to be used in the procurement process of this Contract;
   ii. Having been recruited (or being proposed to be recruited) ourselves or any of our affiliates, to carry out works supervision or inspection for this Contract;

4. If we are a state-owned entity, and to compete in a procurement process, we certify that we have legal and financial autonomy and that we operate under commercial laws and regulations.

5. We undertake to bring to the attention of the Contracting Authority, which will inform AFD, any change in situation with regard to points 2 to 4 here above.

6. In the context of the procurement process and performance of the corresponding contract:
   6.1) We have not and we will not engage in any dishonest conduct (act or omission) deliberately intended to deceive others, to intentionally conceal items, to violate or vitiate someone's consent, to make them circumvent legal or regulatory requirements and/or to violate their internal rules in order to obtain illegitimate profit;
   6.2) We have not and we will not engage in any dishonest conduct (act or omission) contrary to our legal or regulatory obligations or our internal rules in order to obtain illegitimate profit;
   6.3) We have not promised, offered or given and we will not promise, offer or give, directly or indirectly to (i) any Person who holds a legislative, executive, administrative or judicial mandate within the State of the Contracting Authority regardless of whether that Person was nominated or elected, regardless of the permanent or temporary, paid or unpaid nature of the position and regardless of the hierarchical level the Person occupies, (ii) any other Person who performs a public function, including for a State institution or a State-owned company, or who provides a public service, or (iii) any other person defined as a Public Officer by the national laws of the Contracting Authority’s country, an undue advantage of any kind, for himself or for another Person or entity, for such Public Officer to act or refrain from acting in his official capacity;
   6.4) We have not promised, offered or given and we will not promise, offer or give, directly or indirectly to any Person who occupies an executive position in a private sector entity or works for such an entity, regardless of the nature of his/her capacity, any undue advantage of any kind, for himself or another Person or entity for such
Person to perform or refrain from performing any act in breach of its legal, contractual or professional obligations;

6.5) We have not and we will not engage in any practice likely to influence the contract award process to the detriment of the Contracting Authority and, in particular, in any anti-competitive practice having for object or for effect to prevent, restrict or distort competition, namely by limiting access to the market or the free exercise of competition by other undertakings;

6.6) Neither we nor any of the members of our joint venture or any of our suppliers, contractors, subcontractors, consultants or subconsultants shall acquire or supply any equipment nor operate in any sectors under an embargo of the United Nations, the European Union or France;

6.7) We commit ourselves to comply with and ensure that all of our suppliers, contractors, subcontractors, consultants or subconsultants comply with international environmental and labour standards, consistent with laws and regulations applicable in the country of implementation of the Contract, including the fundamental conventions of the International Labour Organisation (ILO) and international environmental treaties. Moreover, we shall implement environmental and social risks mitigation measures when specified in the environmental and social commitment plan (ESCP) provided by the Contracting Authority.

7. We, as well as members of our joint venture and our suppliers, contractors, subcontractors, consultants or subconsultants authorise AFD to inspect accounts, records and other documents relating to the procurement process and performance of the contract and to have them audited by auditors appointed by AFD.

Name: ____________________________  In the capacity of: ____________________________

Duly empowered to sign in the name and on behalf of 1: ____________________________

Signature: ____________________________ Dated: ____________________________

---

1 In case of joint venture, insert the name of the joint venture. The person who will sign the application, bid or proposal on behalf of the applicant, bidder or consultant shall attach a power of attorney from the applicant, bidder or consultant.